

# Institutional Facility Management: Responsible Division Leader-Facility Manager

Los Alamos National Laboratory

Laboratory Implementation Requirements LIR 280-02-01.2

Issue Date: September 17, 1996 (Revision Date: November 19, 2003)

MANDATORY DOCUMENT

## 1.0 Introduction

### Lessons Learned

**Note:** [Click here](#) for Lessons Learned *that may apply* to the requirements contained in this LIR.

### 1.1 Overview

Contained within this LIR are the Institutional Facility Management requirements that are to be implemented as a primary element of the Laboratory's integrated, institutional structure for managing and maintaining the activities regarding its facilities. The requirements focus upon (1) combining the Laboratory's Integrated Facility Management Program (IFMP) with the local management of the facilities; (2) defining the responsibilities of the Institutional Facility Manager (IFM) for: providing the framework for standardization of real property and installed equipment elements of facility management, for providing real property management, and for providing real property management services to the Laboratory; and (3) requiring that every Laboratory facility have a Responsible Division Leader (RDL) who is the responsible and accountable agent for ensuring the implementation of all facility management requirements, including effective partnering with the IFM and other support and service organizations.

This LIR complements LPR 280-02-00, Facility Management and Administration, and is effective upon date of issue.

### 1.2 In this Document

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## 2.0 Purpose

The purpose of the requirements contained in this LIR shall be to establish (1) a primary element of the Laboratory's Institutional Facility Management; (2) the functions, requirements and roles and responsibilities for managing facilities; and (3) the framework within which the real property and installed equipment elements of facility management must be executed.

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## 3.0 Scope/Applicability

The institutional facility management requirements contained in this LIR shall apply to all Los Alamos National Laboratory facilities and personnel working at those facilities, under the University of California (UC) contract, including UC personnel, contractors, subcontractors, Department of Energy (DOE) and National Nuclear Security Administration (NNSA) personnel, and visitors. Implementation of the requirements contained in this LIR requires the use of OST 280-02-01A, "Institutional Facility Management of Specific Risk Facilities" and OST 280-02-01B, "Institutional Facility Management Services."

## 4.0 Definitions/Acronyms

AD	Associate Director
Asset	In the context of this document, "asset" refers to the real property and installed equipment assets of Los Alamos National Laboratory.
Authorization	The acceptance and approval by the required level of supervision of (1) the work/hazards control system [work authorization] or (2) a specific worker's knowledge, skills, and abilities to perform the work safely [worker authorization].
Customer Service Agreement (CSA)	The negotiated contract between the RDL and IFM.
DOE NNSA	Department of Energy National Nuclear Security Administration
Facility Management Unit (FMU)	A geographical territory (unit) defined by the IFM for the purpose of managing real property assets.
Facility	An area, physical structure or combination of structures that form the envelope in which work is accomplished, to include: programmatic facilities or locations used to perform a cohesive set of related tasks (i.e., defined by work rather than by geography) together with the associated support infrastructure.
Facility Management	The suite of activities required to manage and maintain facilities.
Facility Manager (FM)	<p>An individual assigned to a FMU who is the lead person in the field for real property and installed equipment elements of facility management responsibilities and who is an agent of the IFM assigned to support the RDL(s) within a FMU boundary.</p> <p>When the IFM is the RDL, the FM shall assume the operations aspect of facility management responsibilities in addition to the responsibility for real property and installed equipment.</p>

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Facility Tenant Agreement (FTA)	The agreement between a facility tenant and the Responsible Division Leader that defines the physical and administrative boundaries within which the tenant may operate, the operational expectations incumbent upon the tenant organizations, and the services to be provided to the tenant.
FWO	Facility & Waste Operations (Division).
Institutional Facility Manager (IFM)	The individual who is assigned the overall responsibility for real property management for the Laboratory including the RDL for all Laboratory facilities not otherwise identified as unique risk facilities and assigned a programmatic RDL and/or the Division Leader of FWO Division.
Integrated Facility Management Program (IFMP)	For the purpose of this LIR, the institutional set of implementation manuals and administrative control procedures for real property management activities.
Personal Property & Programmatic Equipment	In accordance with <a href="#">LIR 230-04-01.1 Laboratory Maintenance Management Program</a> : "equipment used for programmatic purposes, such as reactors, accelerator machinery, chemical processing lines, lasers, computers, machine tools, etc., and the support equipment dedicated to the programmatic purpose."
Real Property & Installed Equipment	In accordance with <a href="#">LIR 230-04-01.1 Laboratory Maintenance Management Program</a> : "the land, improvements on the land such as buildings, roads, fences, bridges, and utility systems and the equipment installed as part of the basic building construction that is essential to normal functioning of a building space, such as plumbing, electrical and mechanical systems."
Real Property Management	Management of the physical structures and non-programmatic equipment that comprise facilities, the infrastructure that connects them, and the grounds that surround them.
Responsible Division Leader (RDL)	An individual designated by their line management AD to assume ultimate responsibility, authority and accountability for a facility, and ensure the requirements of <a href="#">LIR 300-00-06.2, Nuclear Facility Authorization Basis</a> , and <a href="#">LIR 300-00-07.2, Non-nuclear Facility Safety Authorization</a> are met.
Specific Risk Facility	A facility, the operating hazards or requirements of which are such that LANL has concluded to require the division that technically sponsors that operation to be responsible for all operations in the facility. See <a href="#">OST 280-02-01A</a> .
SSS	Support Services Subcontractor
Tenant	A resident organization that occupies space or performs work within a facility in accordance with the Facility Tenant Agreement.

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## 5.0 Implementation Requirements

### 5.1 Basic description

The Institutional Facility Manager (IFM) shall be responsible for developing and maintaining institutional programs for real property management, and ensuring that the Laboratory real property and installed equipment is compliant with applicable codes and standards.

Each facility shall be assigned a RDL who is ultimately responsible and accountable for all activities conducted in the facility. RDL assignments for specific risk facilities shall be made in writing by the cognizant AD. Criteria for determining when the RDL must be a programmatic DL are defined in [OST 280-02-01A](#), "Institutional Facility Management of Specific Risk Facilities."

**Guidance Note:** The RDL may appoint a division-level representative as his or her agent, but may not delegate accountability. The FM may be designated as that agent through the CSA.

The requirements contained in this LIR shall be implemented to support the Integrated Facility Management Program (IFMP). All Laboratory organizations shall partner to ensure effective utilization and management of facilities toward achieving the overall programmatic goals of the Laboratory.

### 5.2 Responsibilities

Person/ Organization	Shall . . .
<b>Institutional Facility Manager (IFM)</b>	<ol style="list-style-type: none"><li>1. be the RDL for all Laboratory facilities not otherwise identified as specific risk facilities in accordance with OST 280-02-01A;</li><li>2. be responsible and accountable for the institutional development and monitoring of the IFMP;</li><li>3. be responsible for ensuring consistency and utilizing standardized processes and procedures in managing real property and installed equipment;</li><li>4. communicate institutional real property management requirements and performance measures, and assist FMs and RDLs in meeting the requirements;</li><li>5. identify and define the set of facility management tasks performed by the IFM/FMs and establish basic services for implementation of real property and installed equipment management tasks;</li><li>6. provide support, follow-up, and problem resolution for institutional real property management issues;</li><li>7. manage real property assets for life cycle to support programmatic mission and institutional needs;</li><li>8. ensure that RDL and tenant inputs are solicited to determine inter-facility priorities;</li><li>9. be responsible for the physical plant infrastructure: i.e., roads, grounds and utilities;</li><li>10. staff the FMU and provide administrative management of deployed FWO Division personnel;</li><li>11. manage the SSS contract and oversee and direct activities of the SSS;</li><li>12. negotiate service agreements with other divisions or support groups, as required, to implement management of facility real property and installed equipment requirements;</li><li>13. initiate, negotiate, and approve a Customer Service Agreement (CSA) with all programmatic RDLs of specific risk facilities;</li><li>14. through the Laboratory budget process and in coordination with the RDLs, develop budget requirements necessary to maintain facility capability for executing programmatic missions and to ensure operation within the established tenant and facility operating limits and the CSAs; and</li><li>15. be accountable to the programmatic RDLs of specific risk facilities for conducting activities in a safe and compliant manner per the CSA and FTA.</li></ol>

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<b>Responsible Division Leader (RDL)</b>	<ol style="list-style-type: none"><li>1. approve and authorize all work in facilities in accordance with Laboratory standards and facility-specific requirements;</li><li>2. negotiate and accept facility assignments as defined in <a href="#">OST 280-02-01A</a> and shall be ultimately responsible for these, including all components as defined therein;</li><li>3. ensure facilities are operated in accordance with the laws, rules, regulation, Department of Energy orders, and contractual obligations applicable to the facilities;</li><li>4. be responsible for the authorization basis (AB) of designated facility(ies) and determine the requirements, processes, and procedures that must be consistently implemented to ensure facility(ies) operating limits;</li><li>5. negotiate and approve the CSA to ensure it formally documents the IFM and FM service responsibilities/authorities;</li><li>6. ensure IFMP requirements are implemented within assigned facilities;</li><li>7. initiate, negotiate and approve facility tenant agreements (FTAs); and</li><li>8. ensure that required tenant input is solicited to determine inter-facility priorities.</li></ol>
<b>Facility Manager (FM)</b>	<ol style="list-style-type: none"><li>1. as an agent of the IFM, be assigned to a specific FMU to oversee and coordinate real property management activities and provide facility management services, as required.</li><li>2. have the authority and be accountable for the operation of facility real property systems and delivery of services in a safe and compliant manner;</li><li>3. ensure implementation of the IFMP requirements within the FMU;</li><li>4. be the POC for activities of the SSS personnel; and</li><li>5. support the programmatic RDLs for specific risk facilities as described in the CSA.</li></ol>
<b>Tenant</b>	<ol style="list-style-type: none"><li>1. operate in accordance with the FTA;</li><li>2. request services from the FM, as required; and</li><li>3. participate in development of priorities for facility-related work among tenants.</li></ol>
<b>Other Support and Service Division Leaders (HSR, BUS, IM, HR, etc.)</b>	<ol style="list-style-type: none"><li>1. acknowledge and ensure support is provided the IFMP when required.</li></ol>
<b>Associate Directors (ADs)</b>	<ol style="list-style-type: none"><li>1. designate in writing an RDL for specific risk facilities within their organizations;</li><li>2. ensure required resources are provided the RDL to ensure effective management of real property and installed equipment; and</li><li>3. ensure implementation of the IFMP.</li></ol>

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## 5.3 Processes & Practices To Support Facility Management

The following requirements shall be implemented:

- 1) The IFMP must provide the institutional program to be implemented in all instances of real property management for the Laboratory.

**Guidance Note:** A requirement mapping tool referred to as RAMP: Regulatory Assessment and Management Process, is used in the IFMP to capture and track formal requirements in LPR's and LIR's for integration into the IFMP manuals and procedures. This ensures that operating requirements are implemented at the activity level.

- 2) The agreement between the IFM and RDL for services provided shall be documented in the CSA. The CSA between the RDL and the IFM shall define responsibilities for each organization involved in the management of real property and installed equipment for the facility(ies) and for identifying contracted services. The RDL must partner with the tenants to determine the required service providers.
  - 3) The FTA shall be between a tenant organization and the RDL for the purpose of defining the responsibilities of each organization involved in the tenant relationship per LIR 250-02-02.9, Facility Tenant Agreement.
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## 6.0 Document Ownership

The OIC for this document shall be the Deputy Division Leader for Facilities in the Facility and Waste Operations Division.

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